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|---|---------------------------|
| Municipality/Organization:                  | TOWN OF WILBRAHAM         |
| EPA NPDES Permit Number:                    | BRPWM08A                  |
| MaDEP Transmittal Number: W-                | W041099                   |
| Annual Report Number<br>& Reporting Period: | No. 1: May 2016 –Mar 2017 |

NPDES PII Small MS4 General Permit  
Annual Report

Part I. General Information

|                               |   |
|-------------------------------|---|
| Contact Person: Tonya Basch   | Title: Assistant DPW Director/Engineer                                      |
| Telephone#: 413-596-2800 x208 | Email: <a href="mailto:tbasch@wilbraham-ma.gov">tbasch@wilbraham-ma.gov</a> |

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

|                                |
|--------------------------------|
| Signature: <i>Nick Breault</i> |
| Printed Name: Nick Breault     |
| Title: Town Administrator      |
| Date: 5/1/17                   |

## Part II. Self-Assessment

The Town of Wilbraham has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

## Part III. Summary of Minimum Control Measures

### Public Education and Outreach

| <b>BMP ID#</b> | <b>BMP Description</b>    | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                               | <b>Progress on Goal(s)-Permit Year 14 (Reliance on non-municipal partners indicated, if any)</b>                              | <b>Planned Activities- Permit Year 15</b>   |
|----------------|---------------------------|--------------------------------------|---|---|---|
| 1.1            | Stormwater Website        | DPW, IT, Selectmen's Office          | Stormwater Website                                      | Town website will be updated annually with new information  | Continue to modify layout and add additional information as necessary.  |
| 1.2            | Public Access Television  | DPW, Public Access                   | Broadcast videos on stormwater education.               | No changes in the Public Access Broadcasts were completed.  | Continue to broadcast stormwater related programs.  |
| 1.3            | Classroom Education       | DPW, Schools                         | Establish a liaison with the schools.                   | Gave intern stormwater outfall sampling kits to be incorporated in the classroom. Stormwater presentation at the high school. | Help intern develop educational information packet to distributed to schools  |
| 1.4            | Annual Stormwater Report  | DPW, Stormwater Committee            | Make stormwater report available to public.             | Submitted report and posted online.   | Complete report make available to public via website  |
| 1.5            | Septic System Maintenance | DPW, Board of Health                 | Provide septic system maintenance literature to public. | Septic system maintenance literature displayed at Town Hall.  | Display literature for public in DPW office. Continue to educate residents verbally about the importance of proper septic system maintenance. |

## Public Involvement and Participation

| <b>BMP ID#</b> | <b>BMP Description</b>         | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>   | <b>Progress on Goal(s)-Permit Year 14 (Reliance on non-municipal partners indicated, if any)</b>   | <b>Planned Activities-Permit Year 15</b>  |
|----------------|--------------------------------|--------------------------------------|-----------------------------|--|---|
| 2.6            | Earth Day                      | DPW                                  | Earth Day                   | No Earth Day activities for 2016   | Try to re-establish Earth Day activities.                                       |
| 2.7            | Stormwater Committee           | DPW, Stormwater Committee            | Stormwater Committee formed | Stormwater Committee members met informally a few times throughout the year to discuss Town's compliance and upcoming regulatory changes, Joined Connecticut Stormwater Coalition. | Continue to find ways to educate the Town employees and officials as necessary. |
| 2.7a           | Hazardous Waste Collection Day | DPW                                  | Annual Event                | Participated in 2016 Hazardous Waste Day   | Continue to participate in the annual hazardous waste day.                      |

## Illicit Discharge Detection and Elimination

| <b>BMP ID#</b> | <b>BMP Description</b>                     | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                           | <b>Progress on Goal(s)-Permit Year 14 (Reliance on non-municipal partners indicated, if any)</b> | <b>Planned Activities-Permit Year 15</b>                              |
|----------------|--|--------------------------------------|---|--|---|
| 3.8a           | Comprehensive Stormwater Management By-law | DPW                                  | Enforce By-law                                      | Enforce By-law   | Enforce By-law Post   |
| 3.9            | Map Drainage System                        | DPW                                  | Update Map  | Review and updated stormwater system maps after catchbasins were cleaned.                        | Continue to use mobile devices to update and inspect drainage system. |
| 3.10           | IDDE Plan                                  | DPW                                  | Establish -law                                      | Interim IDDE plan in place. Waiting for new regulations  | Update IDDE when regs are finalized.                                  |
| 3.11           | Septic System Inventory                    | DPW                                  | Maintain failing septic records and report annually | Created and logged failed Title V reports  | Log Title V reports.  |

## Construction Site Stormwater Runoff Control

| <b>BMP ID#</b> | <b>BMP Description</b>                     | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b> | <b>Progress on Goal(s)-Permit Year 14 (Reliance on non-municipal partners indicated, if any)</b> | <b>Planned Activities-Permit Year 15</b>            |
|----------------|--|--------------------------------------|---------------------------|--|---|
| 4.11a          | Comprehensive Stormwater Management By-law | DPW                                  | Enforce By-law            | Enforce By-law   | Enforce bylaw Post application in Bldg Dept and DPW |

# Post-Construction Stormwater Management in New Development and Redevelopment

| BMP ID# | BMP Description                            | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s)- Permit Year 14 (Reliance on non-municipal partners indicated, if any) | Planned Activities- Permit Year 15 |
|---------|--|-------------------------------|--------------------|--|------------------------------------|
| 5.15a   | Comprehensive Stormwater Management By-law | DPW                           | Enforce By-law     | Enforce By-law   | Enforce bylaw                      |

## Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP ID# | BMP Description                                  | Responsible Dept./Person Name | Measurable Goal(s)   | Progress on Goal(s)- Permit Year 14 (Reliance on non-municipal partners indicated, if any)                                       | Planned Activities- Permit Year 15   |
|---------|--|-------------------------------|--|--|--|
| 6.18    | Street Sweeping and Cleaning of Catch Basins     | DPW                           | Sweep every public street once per year, clean as many catch basins as possible. | Swept public streets and cleaned 20% of catch basins. Continue with drainage system maintenance.                                 | Sweep every public street once per year and clean as many catch basins as possible. Continue with bundled NOI activity |
| 6.19    | Paint Shed                                       | DPW                           | Eliminated paint shed  | Proper disposal of paints under the supervision of DRC attendant.  | Hazardous Waste Day anticipated to be schedule for Sept 2016   |
| 6.20    | Reduce Sand/Salt                                 | DPW                           | Reduced sand use during snow removal operation                                   | No sand was used during the snow removal operation. Swept as soon as possible.   | Continue to minimize the use of sand.  |
| 6.21    | Community Emergency Management Plan              | Fire Department               | Plan completed and Updated   | Fire Chief is responsible for CEMP.  | Fire Chief is responsible for CEMP.  |
| 6.22    | Employee Training                                | DPW                           | Conduct stormwater pollution prevention training before May 1st                  | Employee training held. DPW managers attended workshops on new regulations.  | Annual employee training to be held, date yet to be established.   |
| 6.23    | Reduction of Infiltration and Inflow from Sewers | DPW                           | Inspect Sanitary Sewer System  | I&I inspection are in progress on sewer line. Improvements to pump stations were made to reduce chances of failure and overflow. | Continue I&I inspection and correct issues where I&I occur.  |